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19 November 1958

MEMORANDUM FOR: Director of Training

THROUGH : Executive Officer *WRS*

SUBJECT : Weekly Activities Report No. *46*  
Instructional Services Branch *34*  
12 November - 18 November 1958

I. SIGNIFICANT ITEMS

None

25X1

II. OTHER ACTIVITIES

A. Film Production

1.

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All of the major scenes for this show have been shot - work was completed last week by using the East Building lobby and stairway on 13 November and the  Building on 14 November. All that remains to be shot are a few inserts. Mr.  will complete the pulling of stock footage by Friday, which means that most of the show can be turned over to the contract editor on Monday, 24 November.

2. Suggestion Awards - Security - DDI Films

Progress continues on scripting the Awards and DDI Films. Mr.  reports that no word at all has been received from the committee in the Office of Security, responsible for reviewing the draft of the script for Part I of this film, which has been in their hands since the middle of September.

B. Miscellaneous

1.  with the approval of his office, met with C/ISB on 18 November to discuss the rough draft of a script which he has written on the subject of

X Document No. *152-5*  
NO CHANGE in Class. ☐  
☐ DECLASSIFIED  
Class. CHANGED TO: TS S *(C)*  
DDA Memo, 4 Apr 77  
Auth: DDA REG. 77/1763  
Date: *14 March 1978* By:

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Graphic Registry's service to this Agency and to other agencies within the Intelligence Community. Mr. [ ] office would like us to produce a movie based on the ideas in the script, which would have a running time of five or six minutes and which would be used during the DDI county fair exhibition in the R&S Auditorium. C/ISB informed Mr. [ ] that time would be available during the first two weeks of December to produce the film, and he voiced no objection to use of our production facilities. The rough draft has been turned over to Mr. [ ] who plans to have Mr. [ ] polish it up this weekend.

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2.

3. Some sort of record for secretarial turnover is being established in the office of C/ISB. The latest departee will be Miss [ ] who only required one trip [ ] to find a husband. She will be married 29 November and plans to accompany her spouse on an overseas assignment, which calls for departing Washington 19 December. Casualties during the last eleven months show - 1 - transfer to JOTC  
3 - married.  
Maybe we are accomplishing something.

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[REDACTED]

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D. Visual Aids [REDACTED]

At 1400 hours on Thursday, 20 November, Mr. [REDACTED] will brief members of the Instructional Techniques Course on the use of training aids and equipment in teaching and the steps required to obtain these aids from the Visual Aids Shop.

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[REDACTED]

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